

ND BUSINESS EDUCATION FRAMEWORKS

Computer Applications 7-8

Course Code	Course Name/Course Description	Grade Levels	Accreditation Time/Credit Options
03008 Prerequisite: Keyboarding or Equivalent Skill	Computer Applications - A course designed to develop skills using a variety of software and hardware. Students will create documents and multimedia projects.	7-8	Recommended 18 weeks
Topic	Standards		
<ul style="list-style-type: none"> Operating system concepts and basic components of computer hardware/software used 	<ul style="list-style-type: none"> Identify hardware components appropriate for specific tasks (8.2.1.1) Explain the purpose, operation, and care of hardware components (8.2.1.3) Describe interrelationships between hardware components and supportive software (8.2.1.6) Compare and contrast various storage options (e.g., local, removable, remote) (8.2.1.8) Describe the process of troubleshooting hardware problems (8.2.1.12) Navigate the basic operating system (8.3.1.1) Manage files and folders (8.3.1.2) Describe features of operating systems that can be personalized (8.3.1.3) Adhere to safety and security policies (e.g., acceptable use policy, web page policies, and student photo policies) (8.10.1.1) Discuss copyright rules and regulations (e.g., images, music, video, software) (8.11.1.3) Explain the risks and dangers of sharing personal information (8.10.1.3) 		
<ul style="list-style-type: none"> Application software (e.g., word processing, spreadsheet, database, 	<ul style="list-style-type: none"> Use word processing software to demonstrate functions including creating, modifying, storing, retrieving, and printing (8.4.1.2) Proofread and edit documents for accuracy, content, and correct grammar (8.4.1.7) 		

presentation, web authoring)	<ul style="list-style-type: none"> • Demonstrate editing functions including cutting, pasting, importing and exporting text and graphics (8.4.1.8) • Apply layout and insert functions including tabs, margins, hanging indents, word-wrap, columns, headers/footers, and tables (8.4.1.9) • Demonstrate proper use of drawing tools (8.4.1.10) • Demonstrate integration procedures to create merge documents and linked documents (8.4.1.12) • Use spreadsheet software to demonstrate file functions, including creating, saving, loading, and printing (8.4.2.3) • Apply formatting functions including fonts, size, and basic formulas (8.4.2.4) • Create simple graphs and charts (8.4.2.6)
<ul style="list-style-type: none"> • Other multimedia applications (e.g., Sound/music, Podcast, blogging, video) 	<ul style="list-style-type: none"> • Use presentation software to design, create, and edit a simple presentation (8.4.4.1) • Use a digital camera to capture, retrieve, and use images within an application (8.4.4.3) • Explain the purposes, functions, and common features of presentation and multimedia software (8.4.4.5) • Create documents using a desktop publishing software (8.4.5.1) • Demonstrate the use of a web browser (8.4.6.1)
<ul style="list-style-type: none"> • Utilize efficient performance in keyboarding techniques using all methods 	<ul style="list-style-type: none"> • Demonstrate basic keyboarding and computer functions (4.3.1.2)